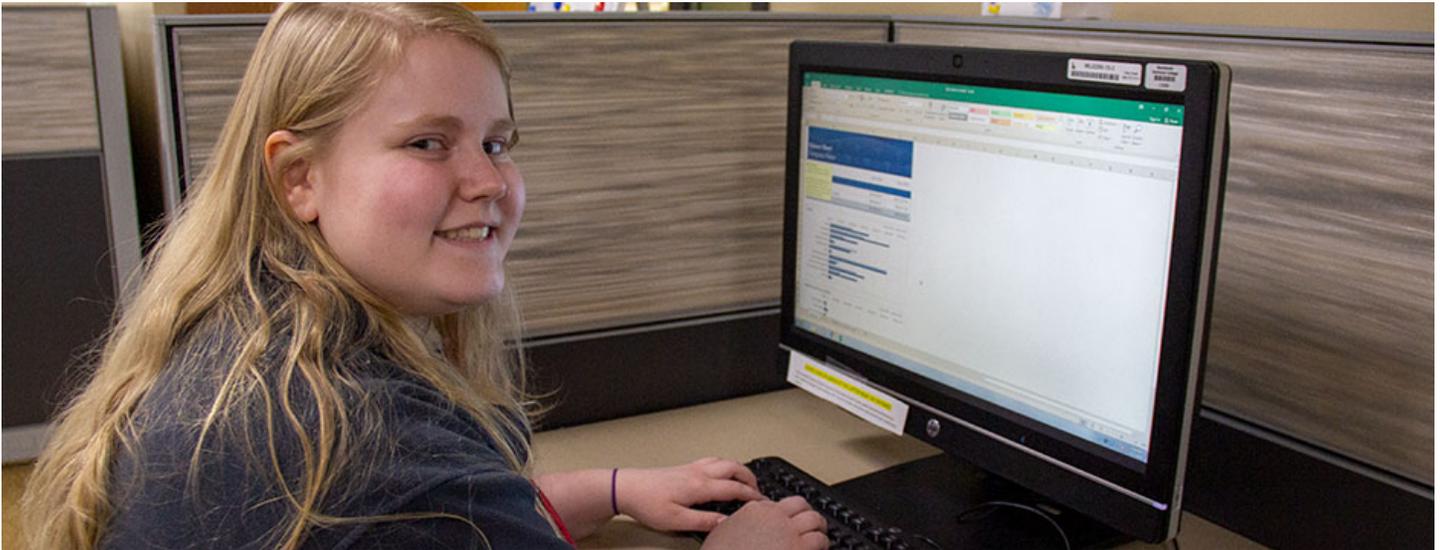


OFFICE MANAGEMENT



Associate of Applied Science

10-106-9

The Office Management program will provide instruction in advanced office procedures as well as administrative project management, administrative leadership, business principles, and budgeting, in addition to office support skills. Students will be prepared to work in various industries as an office manager, administrative manager, executive assistant, and administrative professional.

Upon successful completion of this program, students will be able to:

1. Communicate effectively and professionally to customers.
2. Manage staff, projects, and business processes.
3. Perform financial-related tasks.
4. Use technology to manage projects and processes.
5. Organize operations and procedures.

Students will be prepared to work in various industries as an office manager, administrative manager, executive assistant, and administrative professional.

Semester 1		Credits
102-148	Introduction to Business and Management	3
103-128	Introduction to Microsoft Office Suites	2
801-136	English Composition 1	3
101-111	Accounting I	4
196-193	Human Resource Management	3
196-162	Team Building: Motivation Tactics	1
Credits		16

Semester 2

102-109	Business Careers and Communication	3
103-107	Intermediate Excel	2
104-102	Marketing Principles	3
106-142	Customer Service Essentials	1
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
196-163	Team Building: Inclusion and Engagement	1
196-161	Team Building: Communicating and Building Cohesiveness	1

Credits 14-15

Semester 3

104-156	Social Media Marketing	2
109-102	Planning and Managing Events	3
801-198	Speech	3
809-198	Introduction to Psychology	3
106-179	Administrative Professional	2
103-127	Introduction to QuickBooks	2

Credits 15

Semester 4

102-155	Introduction to Project Management	3
809-143 or 809-122	Microeconomics or Intro to American Government	3
106-215 or 530-162	Data Analytics or Foundations of Health Information Management	3
106-196	Office Management Capstone	3
106-166	Business Office Technologies	3

106-178	Professional Career Development	2
	Credits	17
	Total Credits	62-63